

PREVENTING IDENTITY THEFT

5

things you **NEED** to know



Account Information

Credit Report

Who's Asking

Online Vigilance

Safe Documents



CHECK YOUR ACCOUNT INFORMATION

Monitor it regularly and report immediately any suspicious or unusual activity to your bank or financial institution.



KEEP AN EYE ON YOUR CREDIT REPORT

Request a free credit report at www.AnnualCreditReport.com or by calling 1-877-322-8228. Consumers are entitled by law to one free credit report per year from each of the three major credit bureaus - EquifaxR, ExperianR, and TransUnionR - for a total of three reports every year. Contact information for the credit bureaus can be found on the Federal Trade Commission (FTC) website, www.ftc.gov.



VERIFY WHO IS ASKING FOR YOUR INFORMATION

Be suspicious of unsolicited phone calls, visits, or email messages from individuals asking about you, your employees, your colleagues or any other internal information. If an unknown individual claims to be from a legitimate organization, try to verify his or her identity directly with the company.



STAY VIGILANT ONLINE

Do not reveal personal or financial information in email, and do not respond to email solicitations for this information. This includes following links sent in email. Pay attention to the URL of a website. Malicious websites may look identical to a legitimate site, but the URL may use a variation in spelling or a different domain (e.g., .com vs. .net).



KEEP YOUR DOCUMENTS IN A SAFE PLACE

At home and when you are traveling it's important to only take what you need. Lock your wallet or purse in a safe place at work and limit what you carry with you. When you go out, take only the identification, credit, and debit cards you need.